

## Exhibit 300: Capital Asset Summary

### Part I: Summary Information And Justification (All Capital Assets)

#### Section A: Overview & Summary Information

**Date Investment First Submitted:** 2009-06-30  
**Date of Last Change to Activities:**  
**Investment Auto Submission Date:** 2012-02-27  
**Date of Last Investment Detail Update:** 2012-02-27  
**Date of Last Exhibit 300A Update:** 2012-08-31  
**Date of Last Revision:** 2012-08-31

**Agency:** 028 - Small Business Administration      **Bureau:** 00 - Agency-Wide Activity

**Investment Part Code:** 01

**Investment Category:** 00 - Agency Investments

**1. Name of this Investment:** OCFO: Contract Management System (CMS)

**2. Unique Investment Identifier (Ull):** 028-000006010

#### Section B: Investment Detail

- Provide a brief summary of the investment, including a brief description of the related benefit to the mission delivery and management support areas, and the primary beneficiary(ies) of the investment. Include an explanation of any dependencies between this investment and other investments.**

Contract Management System (CMS) is the SBA implementation of Compusearch PRISM, a commercial-off-the-shelf (COTS) software product that provides full procurement and grant life-cycle management functionality with end to end support from advanced acquisition planning through contract closeout. It captures all data and documents that are required to create and administer acquisitions and grants. CMS enables SBA to increase productivity through streamlined workflow, improved control, and automated collaboration of the end-to-end procurement process. SBA's Acquisition and Grants Management offices execute over 1500 contracts, two thousand purchase orders and two thousand grants each year. The Contract Management System (CMS) provides enhanced capability and integration throughout SBA. CMS is the information system that allows the agency to perform end-to-end electronic processing of contracts. CMS fully supports award and management of all types of contract vehicles. CMS will allow SBA to meet the OMB guidance for e-Procurement and will allow an interface with the SBA financial system and Integrated Acquisition Environment systems including: FedBiz Ops, FPDS-NG, CCR and ORCA. CMS benefits include: process efficiencies, automated funds control and better management reporting.

- How does this investment close in part or in whole any identified performance gap in**

**support of the mission delivery and management support areas? Include an assessment of the program impact if this investment isn't fully funded.**

Legislation and Presidential initiatives over the last decade, for example: Clinger Cohen Act (CCA), eGovernment initiatives Grants Line of Business, Federal Funding and Accountability Transparency Act have effectively mandated that procurement grants functions be simplified and provide accurate data. The intent of these initiatives is to improve the efficiency of the procurement and grant process by facilitating the acquisition of commercial products and by transforming acquisition and grant process to accommodate electronic commerce. Currently, SBA is using CMS to provide the capability for end-to-end automated electronic processing of contracts and grants. CMS allows SBA to meet the OMB guidance for e-Procurement and will allow an interface with the SBA financial system and Integrated Acquisition Environment systems including: FedBiz Ops, FPDS-NG, CCR and ORCA and report data according to the transparency act. If the investment isn't fully funded SBA's Acquisition and Grant users cannot process contracts and grants electronically and the integrity of the data obtained from and reported to Integrated Acquisition Environment systems including: FedBiz Ops, FPDS-NG, CCR and ORCA will be impacted. SBA contracts are increasing in numbers which increases risks in a labor intensive environment.

**3. Provide a list of this investment's accomplishments in the prior year (PY), including projects or useful components/project segments completed, new functionality added, or operational efficiency achieved.**

During FY11, the system management and maintenance functions were transitioned to Office of Chief Financial Officer (OCFO) from Office of Management and Administration (OMA). Accomplishments for FY11 include: 1. Continue to provide Help Desk and Operational & Maintenance Support. 2. Transitioned the Operational and Maintenance to OCFO 3. Provided training to new Acquisition users in CMS-Prism 4. Upgraded the CMS Prism Application from 6.4 to 7.0 version 5. Continue to provide operational and maintenance support with security patches, software application patches, FAR Clause Updates etc. 6. Completed Security Certification and Accreditation (C&A) 7. Initiated procurement activities to award new contracts: one for system support and helpdesk support and one for annual software maintenance.

**4. Provide a list of planned accomplishments for current year (CY) and budget year (BY).**

Planned CY Accomplishments: 1. Continue to provide Help Desk and Application Support Services to procurement and grant users. 2. Continue to provide additional training to both procurement and grant users to ensure the system is used efficiently and to improve the data quality. 3. Award new contract and transition system support and help desk support to new vendor 4. Continue to provide operational and maintenance support with security patches, software application patches, FAR Clause Updates etc. and perform database upgrade from Oracle 10g to Oracle 11g and application server OS upgrade from windows server 2003 to windows server 2008 Planned BY Accomplishments: 1. Continue to provide Help Desk Support to end users 2. Continue to provide operational and maintenance support with security patches, software application patches, FAR Clause Updates etc.

**5. Provide the date of the Charter establishing the required Integrated Program Team**

**(IPT) for this investment. An IPT must always include, but is not limited to: a qualified fully-dedicated IT program manager, a contract specialist, an information technology specialist, a security specialist and a business process owner before OMB will approve this program investment budget. IT Program Manager, Business Process Owner and Contract Specialist must be Government Employees.**

2011-08-15

## Section C: Summary of Funding (Budget Authority for Capital Assets)

1.

Table I.C.1 Summary of Funding

	PY-1 & Prior	PY 2011	CY 2012	BY 2013
Planning Costs:	\$0.2	\$0.0	\$0.0	\$0.0
DME (Excluding Planning) Costs:	\$1.3	\$0.0	\$0.0	\$0.0
DME (Including Planning) Govt. FTEs:	\$0.2	\$0.0	\$0.0	\$0.0
Sub-Total DME (Including Govt. FTE):	\$1.7	0	0	0
O & M Costs:	\$1.3	\$0.9	\$0.8	\$0.8
O & M Govt. FTEs:	\$0.5	\$0.2	\$0.2	\$0.2
Sub-Total O & M Costs (Including Govt. FTE):	\$1.8	\$1.1	\$1.0	\$1.0
Total Cost (Including Govt. FTE):	\$3.5	\$1.1	\$1.0	\$1.0
Total Govt. FTE costs:	\$0.7	\$0.2	\$0.2	\$0.2
# of FTE rep by costs:	5	2	2	2
Total change from prior year final President's Budget (\$)		\$0.0	\$0.0	
Total change from prior year final President's Budget (%)		0.00%	0.00%	

2. If the funding levels have changed from the FY 2012 President's Budget request for PY or CY, briefly explain those changes:

## Section D: Acquisition/Contract Strategy (All Capital Assets)

Table I.D.1 Contracts and Acquisition Strategy

Contract Type	EVM Required	Contracting Agency ID	Procurement Instrument Identifier (PIID)	Indefinite Delivery Vehicle (IDV) Reference ID	IDV Agency ID	Solicitation ID	Ultimate Contract Value (\$M)	Type	PBSA ?	Effective Date	Actual or Expected End Date
Awarded		<a href="#">SBAHQ08F0286</a>									
Awarded	7300	<a href="#">SBAHQ11F0156</a>									
Awarded	7300	<a href="#">SBAHQ11F0149</a>									

**2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:**

The Contract Management System contracts do not require reporting on earned value metrics data do to the investment's current Operations and Maintenance (O&M)status. Current contract is ending 09/26/2011 and two new contracts one for O&M services and the other one for annual license maintenance are in awarded. The contracts funding this investment represent annual license maintenance fees, Operational and maintenance support services including HelpDesk services .

Exhibit 300B: Performance Measurement Report

Section A: General Information

Date of Last Change to Activities:

Section B: Project Execution Data

Table II.B.1 Projects					
Project ID	Project Name	Project Description	Project Start Date	Project Completion Date	Project Lifecycle Cost (\$M)
NONE					

Activity Summary								
Roll-up of Information Provided in Lowest Level Child Activities								
Project ID	Name	Total Cost of Project Activities (\$M)	End Point Schedule Variance (in days)	End Point Schedule Variance (%)	Cost Variance (\$M )	Cost Variance (%)	Total Planned Cost (\$M)	Count of Activities
NONE								

Key Deliverables								
Project Name	Activity Name	Description	Planned Completion Date	Projected Completion Date	Actual Completion Date	Duration (in days)	Schedule Variance (in days )	Schedule Variance (%)
NONE								

## Section C: Operational Data

Table II.C.1 Performance Metrics

Metric Description	Unit of Measure	FEA Performance Measurement Category Mapping	Measurement Condition	Baseline	Target for PY	Actual for PY	Target for CY	Reporting Frequency
System Availability for SBA procurement and grant users	Percentage	Technology - Reliability and Availability	Over target	99.000000	99.000000	99.000000	99.500000	Monthly
Helpdesk Resolution Time	Hours	Customer Results - Timeliness and Responsiveness	Under target	8.000000	8.000000	8.000000	6.000000	Monthly
Patch Application Time	Months	Process and Activities - Security and Privacy	Under target	4.000000	4.000000	4.000000	3.000000	Quarterly
User Account Management Request Response	Days	Customer Results - Service Quality	Under target	2.000000	2.000000	2.000000	1.000000	Quarterly
Timely FAR Updates	Weeks	Process and Activities - Cycle Time and Timeliness	Under target	3.000000	3.000000	3.000000	2.000000	Semi-Annual